



Entry-Level Firefighter Examination Packet

Examination Date: August 10, 2012

NOTICE OF CIVIL SERVICE EXAMINATION

ENTRY-LEVEL FIREFIGHTER City of Cedar Park, Texas

The City of Cedar Park will conduct a Civil Service Examination in order to establish an Eligibility list for hiring Entry-Level Firefighters. Candidates interested in taking the Civil Service Entry-Level Firefighter Examination must complete an online application by Friday, August 3, 2012 at 3:00pm. **While completing the on-line application, candidates must also attach as a single document (to the on-line application) the following documents in the section labeled "Resume/Other Documents":**

- Copy of Valid Driver's License
- Copy of High School Diploma, official transcript or Equivalency Certificate (G.E.D.) certified by the Issuing Agency (i.e. TEA). College diplomas or transcripts will not substitute.
- Copy of Military Discharge Papers (DD-214), Member 4 copy; must indicate discharge status (i.e.: honorable, general, dishonorable, etc.)
- Copy of:
 - Certification issued by the Texas Commission on Fire Protection,
 - **Or** evidence of eligibility for certification (i.e. grading sheet from Texas Commission on Fire Protection indicating a passing score on written and practical examinations for basic firefighter certification).
 - **Or** evidence of current enrollment in a basic recruit fire training academy approved by the Texas Commission on Fire Protection.
- Copy of:
 - An EMT certificate issued by the Texas Department of State Health Services,
 - **Or**, National Registry

Or, evidence of current enrollment in an EMT course approved by the Texas Department of State Health Services.

- Copy of Physical Ability Test Information Release Forms

In such case that you are not able to attach the documents to the on-line application, you may send the documents via fax to (512) 401-5251 or email at Chantele.Bluiett@cedarparktexas.gov.

EXAMINATION INFO:	DATE:	Friday, August 10, 2012
	TIME:	9:00 AM
	PLACE:	Henry Middle School Cafeteria 100 N. Vista Ridge Blvd. Cedar Park, TX 78613

APPLICATION DEADLINE: Friday, August 3, 2012, 3:00 PM

ON-LINE APPLICATION: www.cedarparktexas.gov

ELIGIBILITY LIST: The Eligibility List established through this testing will be effective for twelve months from the date of the test or until the list is exhausted, whichever comes first.

"Certificate"

Notice was posted in the Lobby of City Hall of the City of Cedar Park, Texas on the 9th day of July, 2012 by 5:00 p.m.

Candidates interested in taking the Civil Service Examination for Entry-Level Firefighter Examination must meet the minimum qualifications listed below:

- Be at least nineteen (19) years of age and not more than thirty-five (35) years of age at the time of hire.
- Be a graduate of an accredited high school or have an equivalency certificate certified by the issuing agency, (i.e. Texas Education Agency).
- Be a citizen of the United States by birth or naturalization.
- Have a valid Texas driver's license at the date of hire.
- Successfully complete a background investigation, and a post-job offer psychological examination and medical examination, which include passing a visual acuity test and physician certification that the applicant is not dependent on and does not use illegal drugs.
- Be certified or certifiable as a firefighter as established by the Texas Commission on Fire Protection and as an Emergency Medical Technician Basic or higher by the Texas Department of State Health Services at the time of appointment. Applicant shall provide evidence of certification or eligibility of certification before the appointment date.
- Other requirements as set forth in the City of Cedar Park Fire Fighters' and Police Officers' Civil Service Commission Rules and Regulations, the City of Cedar Park Employee Policy guide, and the Texas Commission on Fire Protection. For complete list of minimum qualifications, see "Minimum Qualifications for Entry-Level Firefighter" listed below

APPLICATION PROCESS:

Candidates interested in taking the Civil Service Entry-Level Firefighter Examination must complete an online application by Friday, August 3, 2011 at 3:00pm. **While completing the on-line application, candidates must also attach as a single document (to the on-line application) the following documents in the section labeled "Resume/Other Documents":**

- Copy of Valid Driver's License
- Copy of High School Diploma, official transcript or Equivalency Certificate (G.E.D.) certified by the issuing Agency (i.e. TEA). College diplomas or transcripts will not substitute.
- Copy of Military Discharge Papers (DD-214), Member 4 copy; must indicate discharge status (i.e.: honorable, general, dishonorable, etc.)
- Copy of:
 - Certification issued by the Texas Commission on Fire Protection,
 - **Or** evidence of eligibility for certification (i.e. grading sheet from Texas Commission on Fire Protection indicating a passing score on written and practical examinations for basic firefighter certification).
 - **Or** evidence of current enrollment in a basic recruit fire training academy approved by the Texas Commission on Fire Protection.
- Copy of:
 - An EMT Basic certificate issued by the Texas Department of State Health Services,
 - **Or**, National Registry

- **Or**, evidence of current enrollment in an EMT Basic course approved by the Texas Department of State Health Services.
- Copy of Physical Ability Test Information Release Forms

For help with the on-line application please contact the HR Department at 512-401-5250. **In such case that you are not able to attach the documents to the on-line application, you may send the documents via fax to (512) 401-5251 or email at Chantele.Bluiett@cedarparktexas.gov.**

Upon completion of the online application, you will receive an automatic response indicating that your application has been received. The Human Resources Department will then review your application for completeness and will verify all necessary documents have been attached. A second email will be sent to advise you:

- your application is complete making you eligible to take the Civil Service Examination; or
- to notify you that your application is incomplete and further information is needed to be eligible to take the Civil Service Examination.

Only applicants who receive a notification that their application is complete will be eligible to take the Civil Service Entry-Level Firefighter Examination.

The Eligibility List established through this testing process will be effective for twelve months from the date of the test.

Study guide – [Entry Level Firefighter Study Guide](#). It is the applicant's responsibility to down load the study guide; guides will not be mailed to applicants.

EXAMINATION INSTRUCTIONS:

CHECK IN - Sign-in will begin promptly at **8:20 AM**. Testing will begin promptly at **9:00 AM**. An applicant shall be checked in and provide proof of identity with a valid Driver's License:

- No one will be allowed to enter the room after 9:00 AM.
- If you are not at the testing site and signed-in when testing starts, you will not be allowed to take the examination. The application of an applicant who fails to appear for the entrance examination shall be voided and shall be disposed of by the Civil Service Director.

POLICY

- No pagers, cell phones, calculators or similar equipment will be allowed in the test area. **DO NOT BRING THESE ITEMS INTO THE TESTING SITE**, failure to follow directions will be means for removal from the hiring process.
- You will not be permitted to leave the building after the examination has started and will be required to remain in the room until your exam is turned in.
- Smoking shall be prohibited at all times in the testing area.
- Dishonesty - An examinee taking an entrance examination who uses or attempts to use any dishonest means to answer a question on such an examination shall have his/her examination confiscated and voided by the Test Administrator. The examinee will be removed from the testing site. The Test Administrator shall report the action to the Civil Service Director.

CONSIDERATIONS

- Military Service Credit – An applicant who desires to have military service credit of five (5) points added to a passing test score of 70% or better shall provide an original DD-214 showing a minimum of 180 total days of active military service at the time of application and by the specified application deadline. Any discharge other than honorable discharge is not creditable for the purpose of this section.
- Any request for accommodation for the examination process shall be made in writing to the Civil Service Director at least 48 hours in advance of the date of the written examination. For more information, please contact the Civil Service Director at (512) 401-5254.

POSTING OF SCORES

Examination scores (written score + veterans points, if applicable) will be posted at City Hall, Building #1, 1st floor (450 Cypress Creek Rd., Cedar Park, TX) by the end of the next business day.

- Unofficial written examination scores (without veterans points, if applicable) will be made available immediately after the examination.

Cancellation or postponement of entrance examination - The Civil Service Commission or Civil Service Director may cancel or postpone a scheduled entrance examination for sufficient cause.

Failure to follow the directions given in this notification may disqualify you from further consideration for employment.

MINIMUM QUALIFICATIONS FOR ENTRY LEVEL FIREFIGHTER:

An applicant for Entry-Level Firefighter shall meet the following criteria in order to be considered for a position:

- a) Achieve a minimum passing score of seventy (70) percent on the written examination;
- b) Successfully complete the physical ability test;
- c) Pass a background investigation;
- d) Pass oral interviews;
- e) Successfully complete a post-job offer psychological examination and medical examination that includes passing a visual acuity test, and physician certification that the applicant is not dependent on and does not use illegal drugs;
- f) Be at least nineteen (19) years of age and not more than thirty-five (35) years of age at the time of hire;
- g) Be a graduate of an accredited high school or have an equivalency certificate;
- h) Have a valid Texas driver's license at the date of hire;
- i) Be a citizen of the United States by birth or naturalization;
- j) Be able to read, write, and speak the English language;
- k) Be of good moral character;
- l) Be certified as a basic firefighter or certifiable at time of appointment, as established by the Texas Commission on Fire Protection and the Texas Department of State Health Services. At or before the time of entrance examination, applicants shall provide either:

- (1) Certificate issued by the Texas Commission on Fire Protection, or
 - (2) Evidence of current enrollment in a basic recruit fire training academy approved by the Texas Commission of Fire Protection;
 - m) Be certified as EMT-Basic or higher by the Texas Department of Health at time of appointment. At or before the time of entrance examination, applicants shall provide either:
 - (1) an EMT Certificate issued by the Texas Department of State Health Services or national registry; or
 - (2) evidence of current enrollment in an EMT course approved by the Texas Department of State Health Services.
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PHYSICAL ABILITY EVALUATION INFORMATION (Two Phases):

PURPOSE

The City of Cedar Park conducts a Physical Evaluation to measure the candidate's cardiovascular efficiency, body composition, muscular strength, endurance, flexibility, and agility, in order to identify adequate levels of overall physical ability for performance as a firefighter.

Phase 1 - Physical Ability Test

Conditions

The Physical Ability Test is performed while wearing a t-shirt (not provided), issued helmet, gloves (may not use personal), and a self-contained breathing apparatus. The applicant will be on-air for the test. The candidate may walk briskly but may not run during the test. Candidates will use every step when climbing the stairs.

Task #1 – Hose Carry

The candidate must pick up a bundle of 1 3/4" hose and carry the hose up four (4) flights of stairs.

Task #2 – Hose Raise

The candidate will pull a bundle of hose up and over the railing of the fourth (4th) story stairwell.

Task #3 – Walk Down

The candidate will walk down the stairs in a safe manner and proceed to the Kaiser sled.

Task #4 – Kaiser Sled

Using a sledge hammer, the candidate will drive the Kaiser sled ten (10) feet using approved chopping techniques.

Task #5 – 75 Foot walk

Following cones, candidate will walk Seventy-five (75) feet to the hose drag task.

Task #6 – Hose Drag

Candidate will pick up a charged 1 3/4" hose and drag the hose Seventy-five (75) feet marked by (2) two cones. The candidate will then discharge the nozzle. Candidate will not drop the nozzle during performance of the task.

Task #7 – Dummy Drag

The candidate will use an approved fireman's carry to drag an approximately One hundred seventy (170) pound dummy one hundred (100) feet to the finish line of the physical ability test.

Time ends at this point.

Grading

This test is timed and every candidate must complete all tasks within a Seven (7) minute time frame. Total time is recorded, starting when the hose is lifted from the ground until completion of all tasks noted below through task #7.

Phase 2 - Aerial Ladder Climb

Conditions

While wearing a t-shirt (not provided), issued helmet, and gloves (may not use personal), the candidate must be able to climb an aerial ladder extended Seventy-five (75) feet at a Seventy (70) degree angle reaching the platform and descend to the bottom. The ladder must be climbed using the hand over hand method and descend in the same manner. The climb and descent must be made in a continuous methodical motion, without rushing or recklessness. The candidate may not remain with his / her feet on the same rung for more than Thirty (30) seconds. This shall constitute "freezing" and thus, an unacceptable performance.

Equipment

Seventy-five (75) foot aerial ladder, helmet, gloves

Grading

This event is Pass / Fail. If the candidate fails this component, no further employment consideration will be given at that time.

How can you prepare for the Physical Ability Evaluations Test?

Do not take this physical ability evaluation test lightly. It is more difficult than it appears. Your chances for passing the test will be greatly increased if adequate preparatory training has been undertaken.

It must be emphasized that regardless of a person's level of ability, he/she should be in good health before beginning any physical training program. Preparation for the physical ability test can be accomplished by a physical training program that emphasizes cardio respiratory (heart-lung) fitness, strength, and endurance.

Most people can improve their level of physical ability through an intensive training program that includes running for cardio respiratory fitness and weight lifting to develop muscular strength. Applicants tend to underestimate the difficulty of the physical ability evaluation test and the effects it can have on them physically.

To help minimize negative effects, please adhere to the following guidelines:

- Drink plenty of water 1 to 2 hours prior to the physical ability evaluation test.
- Completely avoid the consumption of alcoholic beverages for at least 48 hours prior to the test.
- Avoid the use of any over-the-counter medication for 48 hours.
- Avoid strenuous exercise for 48 hours prior to the test.

Physical Ability Liability Release

Name _____

Mailing Address _____

Telephone Number _____

Has a Dr. ever said you have a heart condition and recommended only medically supervised physical activity?

Yes or No

Do you have chest pains brought on by physical activity?

Yes or No

Have you developed chest pain in the past month?

Yes or No

Do you tend to lose consciousness or fall as a result of dizziness?

Yes or No

Has a Dr. ever recommended medication for your blood pressure or a heart condition?

Yes or No

Are you aware through your own experience, or a Dr.'s advice, of any other physical reason against your exercising without medical supervision?

Yes or No

I hereby release and hold harmless the City of Cedar Park, all its officers, employees, and agents from and against any and all claims and damages of every kind (including, but not limited to, my injury, death, court costs, and attorney fees) arising out of or attributed, directly or indirectly, to my performance of any Physical Ability Test provided for my qualifications to become a Firefighter for the City of Cedar Park, Texas.

Printed Name

Social Security Number

Signature

Date

Witness

Date

Physical Ability Test Time Sheet

Applicant Name _____

Social Security Number _____

FOR CITY OF CEDAR PARK OFFICIAL USE ONLY

Date _____ **Pass** _____ **Fail**

Start Time

**Applicant is required to complete all events and have the following form on file
("Yes" must be circled to participate in testing):**

Liability Release

Yes or No

PHYSICAL TESTING

Aerial Ladder Climb **Pass or Fail**

Physical Ability Test Total Time: _____

Time Limit 7 Minutes / Incomplete / Time Expired

Official Timer's Sign Off

Backup Timer's Sign Off

Applicant's Sign Off

PFT-12